

Risk Assessment for Camp Grounds



Birt St, Picnic Bay
Magnetic Island, QLD
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Reviews

| Complete By | Revision Date | Approved By | Approval Date |
|-------------|---------------|-------------|---------------|
| P Bebb | 23/07/2018 | A Daykin | 23/07/2018 |

| Risk level | Action required/approval |
|---|--|
| Low Little chance of incident or injury | ✓ Obtaining parental permission is recommended |

Description

Apex Camps- Magnetic Island is set on 3 acres of maintained bushland and gardens. The Camp grounds is maintained to facilitate the use of the open play areas for camps and groups

Mandatory

All people on the Camp must wear enclosed shoes and appropriate clothing for the elements.
All “no entry” and “out of bounds” signs must be adhered to whilst on the camp grounds.
Obey all directions from Apex staff at all times
Do not enter any areas that are fenced off

Group Supervision

All groups staying with Apex Camps must be accompanied by responsible adult/s for the duration of their stay. Teachers/Supervisors are responsible for controlling all behavioural issues from the camp attendees at all times.

First Aid/Accident/Incidents/Injuries

Supervisors/Teachers are responsible for supplying all first aid items required during their stay. It is mandatory that all accidents/incident and injuries be reported to APEX staff and the appropriate paperwork be completed as required by APEX staff whilst on camp.

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

| Likelihood | Consequence | | | | |
|------------------|-----------------|---------|------------|---------|------------|
| | 1 Insignificant | 2 Minor | 3 Moderate | 4 Major | 5 Critical |
| 5 Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4 Likely | Low | Medium | High | High | Extreme |
| 3 Possible | Low | Medium | High | High | High |
| 2 Unlikely | Low | Low | Medium | Medium | High |
| 1 Rare | Low | Low | Low | Low | Medium |

| Risk Level | |
|------------|---|
| Low | Little chance of incident or serious injury. |
| Medium | Some chance of an incident and injury requiring first aid. |
| High | Likely chance of a serious incident and injury requiring medical treatment. |
| Extreme | High chance of a serious incident resulting in highly debilitating injury. |

| Hazards/Risks | Control Measures |
|---|--|
| <p>Fire</p> <ul style="list-style-type: none"> • Burns • Scalds • Smoke Inhalation | <ul style="list-style-type: none"> • No open flames are allowed on site without the Camp Managers approval • Smoking is to be conducted in the designated smoking area off site • No gas stoves/cooktops allowed on site • No self catering allowed on site, unless with the Camp Managers approval • Camp fire is only allowed with a signed indemnity form. The approval for a camp fire can be withdrawn at any time with the Camp Managers discretion or as advised by QLD Rural Fire Service. • In the event that there is a fire, all people on site are to evacuate to the Emergency Evacuation Area. Alert Apex staff of the fire and APEX Fire wardens will assess the situation and commence appropriate action. • Evacuation procedure is describe during the induction of every group |
| <p>Slips & Trips</p> <ul style="list-style-type: none"> • Injuries | <ul style="list-style-type: none"> • Enclosed shoes are to worn at all times whilst on the camp grounds and during activities • Care is to be taken to prevent falls and trips whilst on the camp ground • Torches are recommended to use whilst engaging in night activities on the camp grounds |
| <p>Environmental conditions</p> <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds | <ul style="list-style-type: none"> • Assess forecasted weather conditions before and during your stay on camp (e.g. temperature, storms) • Appropriate clothing is to be worn whilst on camp as per the weather conditions • Check and assess surrounds for loose items, debris and hazards and suitability for participants. • Ensure adequate sun protection during outside activities • Hats and sunscreen is to be worn when outside during daylight hours • Ensure adequate consumption of fluids during the day to prevent dehydration |
| <p>Bunk Beds</p> <ul style="list-style-type: none"> • Falls | <ul style="list-style-type: none"> • Top Bunks are not recommended for children under the age of nine years old • Do not stand up in the bunkbeds • Do not rock the bunkbeds |
| <p>Out of bounds areas</p> <ul style="list-style-type: none"> • Carpark • Sheds • Fenced areas | <ul style="list-style-type: none"> • Camp attendees are not allowed in the carpark whilst attending the camp • Camp attendees are not allowed in the sheds whilst attending the camp • All fenced areas are not for use outside of the designated activity time • All “No Entry” and “Out of Bounds” signed areas are to be observed |